



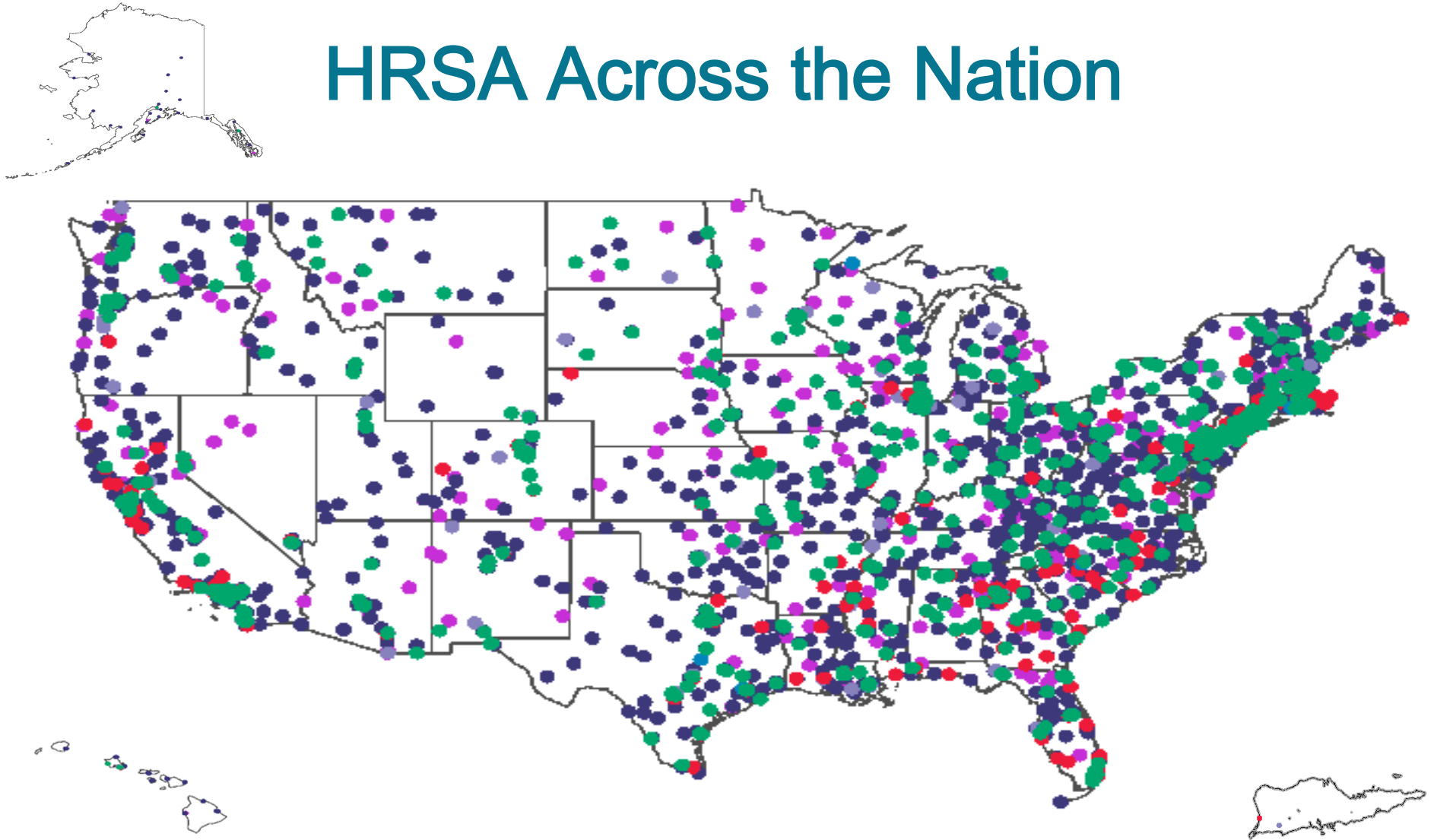
# Health Resources and Services Administration Technical Assistance Workshop

U.S. Department of Health & Human Services  
Health Resources & Services Administration

September 24, 2015  
Southwest Tennessee Community College



# HRSA Across the Nation





# Technical Assistance Overview

## *Planning to Apply 101*

- Where Do I Start?
- Where and How to Find Funding Opportunities
- Forecast for FOA's
- The 5 "Rs" to Submitting a Strong Application
- Why and How to Become an Objective Reviewer
- Data Information Resources
- Assessing Your Organization and its Infrastructure
- TA Resources
- Common Mistakes and Tips
- Questions?







# Where Do I Start?

- Get Registered Now
  - There are three different systems that you must register in before applying for a federal grant





# Planning to Apply 101

**Register & Get Ready**  Share |      

**It Could Be 4 Weeks Before You Can Apply**

You must register in three places: 1) DUNS, 2) SAM & 3) Grants.gov

If you have not yet registered with DUNS, SAM or Grants.gov and you start your three registrations **TODAY**, you may not be able to submit your grant application until:

**October 6, 2015**

> Please allow extra time for holidays that occur during your registration process or other unexpected delays.

[www.hrsa.gov/grants/apply/index.html](http://www.hrsa.gov/grants/apply/index.html)



# Get Registered

DUNS

SAM

GRANTS.GOV

**Up to 4 weeks**

System	Importance	Website
Data Universal Number System (DUNS)	DUNS numbers are required to identify organizations and it tracks how federal grant money is allocated.	<a href="https://fedgov.dnb.com/webform">fedgov.dnb.com/webform</a>
System for Award Management (SAM)	Designating an E-business Point of Contact. Registering with SAM is required for organizations to use Grants.gov.	<a href="https://www.sam.gov">www.sam.gov</a>
Grants.gov	System by which organizations can submit applications for Federal funding.	<a href="https://www.grants.gov">www.grants.gov</a>



# First things first

Grants.gov

- Before any entity can work with the Federal Government, through Grants or contracts, they must register in Grants.gov
- Even if you are not going to apply this year, register NOW

GRANTS.GOV



# Required Steps for Grants.gov Registration

These Steps MUST be completed prior to registering for Grants.gov:

DUNS

- Obtain an organizational Data Universal Number System (DUNS) number

SAM

- Register the organization with System for Award Management (SAM)

AOR

- Register an Authorized Organization Representative (AOR) in SAM, MPIN, and select the E-Biz contact





# Dun & Bradstreet Number (DUNS)

## 1<sup>st</sup> Step:

- Your organization must have a DUNS Number
- [fedgov.dnb.com/webform](https://fedgov.dnb.com/webform)
- 
- DUNS number will be emailed to you



Microsoft Internet Explorer

http://fedgov.dnb.com/webform CCR Webform : Home

File Edit View Favorites Tools Help

bing http://fedgov.dnb.com/webform/index.jsp

Safe Web Identity Safe

Workspace Webmail Mail... Suggested Sites Amazon.com - Online Sh... See What's Hot 2/17/... HP Games - Top Games Get more Add-ons Info.aspx-index=1&linkid... eBay Daily Deal

**D&B**  
Decide with Confidence

**D&B DUNS Numbers™**  
for US Government  
Contractors & Grantees

Welcome to D&B. This site and online request form is dedicated to assisting customers doing business with the US Federal Government.

**Begin D-U-N-S Search/  
Request Process**

About the D&B  
D-U-N-S Number

Frequently Asked  
Questions (FAQ)

D&B, CCR, Grants  
Contacts

D&B's Privacy  
and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

**Click here to request your D-U-N-S Number via the Web.** If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive emails from [govt@dnb.com](mailto:govt@dnb.com).  
Adding [govt@dnb.com](mailto:govt@dnb.com) to your address book may help prevent our emails from being inadvertently blocked.

5:06 PM  
2/18/2013



## dun & bradstreet

Government iUpdate

Welcome Page Webform Home FAQs

Home » iUpdate – Webform Page > iUpdate – Webform Page

Dun & Bradstreet (D&B) is pleased to announce that a new authentication security protocol, to further safeguard your business identity, has been added to the D-U-N-S Number request process for entities doing business with the US Federal Government.

Our updated site:

- Establishes an association between you and the business(es) you select
- Authenticates you "are who you say you are" by asking you to answer a few individual based challenge questions
- Still requires that you be a principal, owner, officer or responsible manager of the entity for which you are:
  - Viewing an existing D-U-N-S
  - Requesting a new D-U-N-S
  - Requesting changes to an existing D-U-N-S

Authentication is a one-time process and once completed, you are given an ID and PW so you may easily re-enter the system when needed. If you should have any additional questions, please review the FAQ's or email us at [govt@dnb.com](mailto:govt@dnb.com). Click **Continue to Government iUpdate** to begin.

Return to Webform

Continue to Government iUpdate

Welcome to Government iUpdate – The easy way to manage Dun & Bradstreet's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print, and submit updates to their Dun & Bradstreet record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

Start Now

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

Start Now

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password **\*See Important Alert Below\***

Start Now

| [Forgot your password?](#)

**\*\* Alert \*\***

We made enhancements on 3/13/15, please review the information below and take necessary action to ensure the best user experience.



Prior to Sign-In clear your browser cache to automatically download new iUpdate pages. [Click here for Internet Explorer instructions.](#)



You will be prompted to change your password every 90 days that must contain all of the following.

At least: 10 Characters

One Upper case letter

May Not contain the First or Last Name of the user

No Spaces

One Lower case letter

May Not be the same as the registered User Id

One Number

One Symbol – ! @ # \$ % & \*

May Not be the current or previous 10 passwords



Turn off [Pop-up Blockers](#) and enable [Java Scripting](#) within your browser options. iUpdate requires these features to operate.



Internet Explorer (version 8 and above), Firefox and Safari are supported browsers for this site. Internet Explorer is the preferred browser and can be downloaded [here](#).



# System for Award Management (SAM)

## 2<sup>nd</sup> Step:

- Register with the System for Award Management (SAM):  
[www.sam.gov](http://www.sam.gov)
- Must be updated annually
  - Can take 5 days to 2 weeks!
- Per 2 CFR Part 25, Registration with SAM is an eligibility requirement to submit applications through grants.gov

SAM



# System for Award Management (SAM)

- Need DUNS number to register
- Designate E-Business Point of Contact (E-Biz POC)
  - MPIN
  - Authorized Organization Representatives (AORs)
- AORs must have complete profile
- E-Biz POC must approve the AOR to submit applications on behalf of the organization
- Renew SAM annually

Remember to keep  
your SAM  
registration active.  
[More >](#)

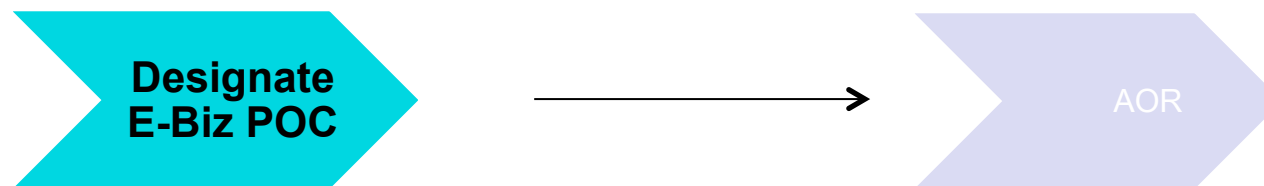
SAM



# The SAM/Grants.gov Connection

Designate an E-Biz Point of Contact

- E-Biz POC identifies a special password called the “MPIN”.
- E-Biz POC gives authority to the Authorized Organization Representative (AOR) to submit applications into Grants.gov





[VIEW ASSISTANCE FOR ORCA REGISTRY](#)



USER NAME

[Forgot Username?](#)

PASSWORD

[Forgot Password?](#)

LOG IN

[Create an Account](#)

HOME

SEARCH RECORDS

DATA ACCESS

GENERAL INFO

HELP

#### CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

Create User Account

#### REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

**New!** Use the SAM Status Tracker to: [Check Status](#)

#### SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

Search Records

#### WHAT IS SAM?

[Need Help?](#)

The **System for Award Management (SAM)** is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.



## Register Entity

## Registration Overview

→ **Registration Overview**

Purpose of Registration

Core Data

Representations and  
Certifications

Points of Contact

Submit Certification

[BACK TO USER DASHBOARD](#)

## Registration Overview

Welcome, .

SAM Entity Management registrants are required to submit detailed information on their entity in the following categories depending on the purpose of the registration:



### Core Data

Mandatory for all registration types. Includes, but is not limited to, an entity's DUNS and/or DoDAAC address, CAGE or NCAGE, code, TIN or EIN number, general information, financial information, and information about any proceedings in which the entity may currently be involved.



### Assertions

Documents self-assertions from each entity. Includes, but is not limited to, data about the types of goods and services the entity provides, the entity size, optional Electronic Data Interchange (EDI), and disaster recovery plans.



### Representations & Certifications

Documents an entity's representations and certifications related to their small business status, response to commonly used Federal Acquisition Regulation (FAR) and Defense Federal Acquisition Regulation Supplement (DFARS) provisions/clauses, and Architect-Engineer Responses (SF330 Part II).



### Points of Contact

Mandatory for all registration types. The entity will be asked to provide contact information for any primary points of contact based on the information they provided during the registration process. Includes, but is not limited to, accounts receivable, electronic business, and government business.



# Grants.gov

## 3<sup>rd</sup> Step

- Log on to [Grants.gov](https://www.grants.gov)
- AOR must complete profile on grants.gov
  - Wait one day after SAM registration
- Need DUNS
- E-Biz POC must log into grants.gov to approve AOR registration
- Registration must be updated annually
- Passwords must be updated every 90 days



GRANTS.GOV



# Find Funding Opportunities

- Grants.gov
  - [www.grants.gov](http://www.grants.gov)
- HRSA Website
  - [www.hrsa.gov/grants](http://www.hrsa.gov/grants)
- HHS Forecast
  - [www.acf.hhs.gov/hhsgrantsforecast](http://www.acf.hhs.gov/hhsgrantsforecast)
- Register to get email notifications when opportunities are available:
  - [www.grants.gov/web/grants/manage-subscriptions.html](http://www.grants.gov/web/grants/manage-subscriptions.html)



MANAGE SUBSCRIPTIONS | REGISTER | LOGIN



SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

## Find Grants

SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov.

[Search Grant Opportunities »](#)

## Grants.gov Updates



### Grants.gov Calendar

Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.



**Grants.gov Release 15.0 Production Deployment: October 17-19, 2015**



### Grants.gov Notices - Updated June 25, 2015

For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.



### Grants.gov Releases

For information about recent changes and enhancements to Grants.gov, review the latest release notes.



### Grants.gov Blog

Visit the Grants.gov Blog to get up-to-date status of upcoming maintenance and outages.



### DATA Act Section 5 Pilot Program Presentation

The Department of Health and Human Services (DHHS) recently organized a webinar about the DATA Act Section 5 Pilot Program.



### Financial Assistance

Grants.gov does not provide personal financial assistance. Please visit our Grant Programs to learn where you may find personal financial assistance.



### Suspect Fraudulent Activity?

The United States Government does not require payment, of any kind, to receive federal grants. Learn more about suspected fraudulent activity.

## Find Open Grant Opportunities

NEWEST OPPORTUNITIES BROWSE CATEGORIES BROWSE AGENCIES BROWSE ELIGIBILITIES

[View More »](#)

Funding Opportunity Number	Opportunity Title	Agency
<a href="#">USGS-15-FA-0459</a>	Alabama Karst NHD: Karst Supplemental Data to the National Hydrography Dataset for	Geological Survey
<a href="#">NPS-15-NEO-0150</a>	2016 Philadelphia Flower Show	National Park Service
<a href="#">DE-FOA-0001349</a>	Medium and Heavy Duty Vehicle Powertrain Electrification and Dual Fuel Fleet Demonstration	National Energy Technology Laboratory
<a href="#">R15AC00015</a>	Bubbling Ponds Hatchery, razorback sucker production	Bureau of Reclamation
<a href="#">NPS-NOI-15-CESU-77298</a>	Monitoring Seagrass Resources of the Gulf Islands National Seashore	National Park Service
<a href="#">USDA-AMS-SCMP-2015</a>	2015 Specialty Crop Multi-State Program	Agricultural Marketing Service
<a href="#">F15AS00455</a>	Neotropical Migratory Bird Conservation Act grants	Fish and Wildlife Service
<a href="#">NPS-NOI-15-CESU-79541</a>	FIELD DATA COLLECTION AND ACCURACY ASSESSMENT OF	National Park Service



## SEARCH GRANTS

### BASIC SEARCH CRITERIA:

Keyword(s):  ×

Funding Opportunity Number:  ×

CFDA Number:  ×

**SEARCH**

### OPPORTUNITY STATUS:

- ☒ Posted (6)  
☐ Closed (15)  
☐ Archived (926)

### ▼ FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments  
☐ Grant (6)

### ▼ ELIGIBILITY:

- ☒ All Eligibilities  
☐ City or township governments (1)  
☐ County governments (1)  
☐ Independent school districts (1)  
☐ Native American tribal governments

### ▼ CATEGORY:

[Search Tips](#) | [Export Results](#)

SORT BY: Relevance (Descending) Update Sort

DATE RANGE: All Available Update Date Range

### 1 - 6 OF 6 MATCHING RESULTS:

Funding Opportunity Number	Opportunity Title	Agency	Posted Date	Close Date
<a href="#">HRSA-16-021</a>	Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program	Health Resources and Services Administration	08/27/2015	11/02/2015
<a href="#">HRSA-16-005</a>	Service Area Competition	Health Resources and Services Administration	07/28/2015	09/28/2015
<a href="#">HRSA-16-074</a>	Substance Abuse Service Expansion	Health Resources and Services Administration	07/30/2015	09/28/2015
<a href="#">HRSA-16-032</a>	R40 MCH Research (MCHR)	Health Resources and Services Administration	09/01/2015	11/06/2015
<a href="#">HRSA-16-029</a>	R40 MCH Secondary Data Analysis Studies (SDAS)	Health Resources and Services Administration	09/01/2015	11/06/2015
<a href="#">HRSA-16-006</a>	Service Area Competition	Health Resources and Services Administration	09/01/2015	11/02/2015



[MANAGE SUBSCRIPTIONS](#) | [REGISTER](#) | [LOGIN](#)

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

[HOME](#) [LEARN GRANTS ▾](#) **[SEARCH GRANTS](#)** [APPLICANTS ▾](#) [GRANTORS ▾](#) [SYSTEM-TO-SYSTEM ▾](#) [FORMS ▾](#) [OUTREACH ▾](#) [SUPPORT](#)

[GRANTS.GOV](#) > [Search Grants](#)

## SEARCH GRANTS

### BASIC SEARCH CRITERIA:

Keyword(s):  ✕

Funding Opportunity Number:  ✕

CFDA Number:  ✕

**SEARCH**

[Search Tips](#) | [Export Results](#)


**SORT BY:** Posted Date (Descending) ▾

**Update Sort**

**DATE RANGE:** All Available ▾

**Update Date Range**

### 6 OF 6 MATCHING RESULTS:



Funding Opportunity Number	Opportunity Title	Agency	Posted Date ↓	Close Date
<a href="#">HRSA-16-021</a>	Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program	Health Resources and Services Administration	08/27/2015	11/02/2015

## VIEW GRANT OPPORTUNITY



**HRSA-16-021**  
**Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program**  
 Department of Health and Human Services  
 Health Resources and Services Administration

[« Back | Link](#)
[SYNOPSIS DETAILS](#)
[VERSION HISTORY](#)
[RELATED DOCUMENTS](#)
[APPLICATION PACKAGE](#)
[Print Synopsis Details](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 8/27/2015. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### General Information

<b>Document Type:</b> Grants Notice	<b>Posted Date:</b> Aug 27, 2015
<b>Funding Opportunity Number:</b> HRSA-16-021	<b>Creation Date:</b> Aug 27, 2015
<b>Funding Opportunity Title:</b> Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program	<b>Original Closing Date for Applications:</b> Nov 2, 2015
<b>Opportunity Category:</b> Discretionary	<b>Current Closing Date for Applications:</b> Nov 2, 2015
<b>Funding Instrument Type:</b> Grant	<b>Archive Date:</b> Jan 1, 2016
<b>Category of Funding Activity:</b> Health	<b>Estimated Total Program Funding:</b> \$620,079,915
<b>Category Explanation:</b> <a href="https://grants.hrsa.gov/2010/Web2External/Interface/FundingCycle/ExternalView.aspx?fCycleID=201a99bc-b2b4-4222-9ff7-5a45fb0cef86">https://grants.hrsa.gov/2010/Web2External/Interface/FundingCycle/ExternalView.aspx?fCycleID=201a99bc-b2b4-4222-9ff7-5a45fb0cef86</a>	<b>Award Ceiling:</b> \$0
<b>Expected Number of Awards:</b> 53	<b>Award Floor:</b> \$0
<b>CFDA Number(s):</b> 93.914 – HIV Emergency Relief Project Grants	
<b>Cost Sharing or Matching Requirement:</b> No	

### Eligibility



# MANAGE SUBSCRIPTIONS



## Email Notifications

Sign up to be notified by email regarding new grant opportunities. (Note: Subscribers do not need to register with Grants.gov.)

### » [Subscribe to a specific grant opportunity](#)

Receive notifications based on a Funding Opportunity Number (FON). Federal agencies assign unique FONs to their grant announcements.

### » [Subscribe to saved searches for grant opportunities](#)

Receive email notifications about grant opportunities associated with specific search criteria, such as funding instrument type, eligibility, and sub-agency.

### » [Subscribe to new grant opportunities](#)

Receive a daily email listing all new grant opportunities.



## RSS Feeds

Subscribe to grant opportunity RSS feeds and keep track of new announcements that matter to you:

### » [Learn about Grants.gov RSS Feeds](#)

After subscribing to a Grants.gov RSS feed, you may want to discontinue your email notification subscription(s).

### » [Feed of new opportunities by Agency](#)

### » [Feed of new opportunities by Category](#)

### » [Feed of modified opportunities by Agency](#)

### » [Feed of modified opportunities by Category](#)



## Unsubscribe

There are two ways to unsubscribe from grant opportunity communications:

### » [Unsubscribe via our online request form](#)

Complete the requested information and submit.

### » [Email us to Unsubscribe](#)

If you receive an error message when you attempt to unsubscribe via the online request form, please send an email to [support@grants.gov](mailto:support@grants.gov).

To remove one or more subscriptions, please include the email address(es) in the body of the message. The email subject line should read "Unsubscribe".





# Grants.gov Support

## *Grants.gov Contact Center*

- 24 hours a day, 7 days a week
- Closed on federal holidays
- Phone: 1-800-518-4726
- Email: [support@grants.gov](mailto:support@grants.gov)
- [iPortal](#): Top 10 requested help topics (FAQs), Searchable knowledge base, self service ticketing and ticket status, and live web chat

[HRSA Home](#)[Get Health Care](#)[Grants](#)[Loans & Scholarships](#)[Data & Statistics](#)[Public Health](#)[About HRSA](#)[How to Apply](#)[Manage Your Grant](#)[Funded Projects](#)[Grant Reviewers](#)[HRSA Home](#) > [Grants](#)

## Open Opportunities



HRSA makes grants to organizations to improve and expand health care services for underserved people, focusing on the following program areas:

[Health Professions](#) | [HIV/AIDS](#) | [Maternal & Child Health](#) | [Office of the Administrator](#) | [Primary Health Care/Health Centers](#) | [Rural Health](#) | [Healthcare Systems](#) | [Organ Donation](#) | [Clinician Recruitment](#)

### Health Professions Open Opportunities

None at this time.

### HIV/AIDS Open Opportunities

#### HRSA-16-021 Ryan White HIV/AIDS Program Part A HIV Emergency Relief Grant Program

- [Apply at Grants.gov by November 02](#)

### Maternal & Child Health Open Opportunities

#### HRSA-16-029 R40 MCH Secondary Data Analysis Studies (SDAS)

- [Apply at Grants.gov by November 06](#)

#### HRSA-16-032 R40 MCH Research (MCHR)

- [Apply at Grants.gov by November 06](#)

### Office of Administrator Open Opportunities

None at this time.

### Primary Health Care/Health Centers Open Opportunities

#### HRSA-16-005 Service Area Competition

- [Apply at Grants.gov by September 28](#)

### Track Your Application

\* Funding Opportunity Number ?

\* Application Tracking Number ?

\* DUNS Number ?

SEARCH

\*All fields are required.

Remember to keep  
your SAM  
registration active.  
[More >](#)

### Related Links

[HHS Grants Policy Statement](#) (PDF - 1.1 MB)

[HRSA Grants Forecast](#)

[Federal Funding Accountability and Transparency Act \(FFATA\)](#)

[Prohibition Against National Origin Discrimination](#)

[Faith-Based and Community Organizations](#)



# HHS Forecast

- Check the forecast to see planned upcoming Funding Opportunity Announcements (FOAs)
- Helps organizations view federal agencies funding plans and begin the planning stage of applying for a grant



# HHS Forecast

- Review the HHS Forecast  
[www.acf.hhs.gov/hhsgrantsforecast/index.cfm](http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm)
- In the “Search” box, enter HRSA
  - System will return
    - Title of Program
    - OpDiv
    - Last date when Funding Opportunity Announcement (FOA) was updated
    - The Catalog of Federal Assistance Number (CFDA)
    - Posted to Grants.gov
    - Status of the FOA



# HHS Grants Forecast

U.S. Department of Health & Human Services

[Home](#)[About](#)[Glossary](#)[Advanced Search](#)[Browse by Category](#)[Archive](#)[Related Links](#)

## Grants Forecast

The Department of Health and Human Services' Grants Forecast is a database of planned grant opportunities proposed by its agencies. Each Forecast record contains actual or estimated dates and funding levels for grants that the agency intends to award during the fiscal year. Forecast opportunities are subject to change based on enactment of congressional appropriations.

When funding is available and an agency is ready to accept applications, the agency will issue an official notice, known as a Funding Opportunity Announcement (FOA), which will be available on Grants.gov. The FOA provides guidance on how to receive an application kit and instructions on how to apply.

## Search

Search

View All (824)

Forecasted (315)

Posted to Grants.gov (509)

Eligibility	Agency			Category
Government Organizations (691)	ACF (510)	ACL (49)	AHRQ (8)	Affordable Care Act (ACA) (11) Other Categories
Nonprofit Organizations (674)	ASPE (0)	ASPR (2)	CDC (55)	
Native American / Tribal Organizations (657)	CMS (6)	FDA (4)	HRSA (73)	
Educational Organizations (664)	IHS (9)	NIH (63)	OASH (9)	
Small Businesses (563)	OCIO (2)	OGH (0)	ONC (0)	
	OPHS (33)	SAMHSA (1)		

## Recent Updates

Funding Opportunity Number	Opportunity Title	Agency	Last Updated
CDC-RFA-DP16-1605	Promoting CDC's Cancer Surveillance Data through Workforce Development and Education	CDC	09/08/2015
CDC-RFA-CK16-1604	Emerging Infections Sentinel Networks - Infectious Disease Specialists	CDC	09/08/2015
CDC-RFA-CE16-1602	Core State Violence and Injury Prevention Program (Core SVIPP)	CDC	09/08/2015
CDC-RFA-DP16-1601	National Collaboration to Support Health, Wellness and Academic Success of School-Age Children	CDC	09/08/2015
CDC-RFA-DP16-1602	Improving Epilepsy Programs, Services, and Outcomes through National Partnerships	CDC	09/08/2015
HRSA-16-052	Emergency Medical Services for Children Innovation and Improvement Center (EIIC) Cooperative Agreement Program	HRSA	09/04/2015



# Funding Opportunity Announcement (FOA)

- Explains available funding, application, and eligibility information
- All Federal announcements must follow the same format (set by the Office of Management and Budget)
- Contains information applicants need to know to apply for funding
- Program history, regulations, and HRSA contact information



# The 5 “R’s” when Planning to Write a Strong Application





# The Five “Rs”: Submitting Strong Applications

- Do the Research
- Recruit a Team
- Respond to the Guidance
- Review the Application
- Revise it as Needed





## Do the Research

- Learn about the grant program
- Study projects that have been awarded in the past
- Assess the specifics of the FOA and how it relates to HRSA's overall missions and goals
- Ensure you understand the application requirements
- Consider your organization's capacity (i.e., staffing, fiscal, infrastructure, etc.)
- Evaluate the time-cost benefit of applying for the funding opportunity
- Do not ask yourself if the organization needs the funding, but rather whether the organization can commit to the potential project.



# Recruit a Team

- Internal Team
  - Help draft the application
  - Talk with colleagues and partners
  - Provide honest feedback
  - Have knowledge of the your organization
- Consortium/Network Members
  - Determine the roles and participation levels
  - Obtain written commitments (i.e. MOUs)
  - Consider overall network structure



# Respond to the Guidance

## General Tips

- Use clear and concise language and make it enjoyable to read
- Stay focused on the project activities
- Avoid jargon and acronyms
- Describe gaps in current services
- Don't assume reviewer knowledge of your area/program
- Use current data sources



# Review and Revise Your Application

Be willing to utilize all available resources to strengthen the application

- Grant writers?
  - Advantages/Disadvantages
- Other Resources



# Objective Review Process

- Division of Independent Review (DIR)
- Panel of reviewers
- Review Criterion
- Objective Review Committee (ORC) Process
- Rank Order Listing
- Congressional Liaison Office (CLO)
- Letters/Notice of Award (NOA)

# We Need You!



- Advantages of Becoming a Reviewer
  - ✓ Organization can become familiar with the objective review process
  - ✓ Knowledge gleaned from becoming a reviewer could assist organizations in writing a better proposal/application
- An honorarium is available to Non-Federal employees. In appreciation for participation, reviewers will receive an honorarium in the amount of \$350 per review day.
- Federal employees must obtain clearance from their agencies ethics office in order to participate.



# What Are We Looking For?

## **Reviewers Must Be:**

- ✓ Completely independent of the entity applying for assistance
- ✓ Able to render an objective and unbiased evaluation
- ✓ Committed to completing work assignments on time
- ✓ Able to maintain the confidentiality of the applications and discussions

## **Reviewers are expected to:**

- ✓ Complete required training
- ✓ Participate in the scheduled pre-review conference call
- ✓ Complete assigned reviews on-time
- ✓ Be on time and present for the full duration of the meeting



# Register to Become A HRSA Reviewer

*The Health Resources and Services Administration (HRSA) is the primary Federal agency for improving access to health care services for people who are uninsured, isolated or medically vulnerable. We do this by giving HRSA grantees funds to provide health care across the country.*

- HRSA is currently seeking your unique expertise to strengthen its Objective Review Committee (ORC) process
- Step-by-step instructions to ensure a smooth registration process
- The link to the Reviewer Recruitment Module (RMM) is:  
[rrm.grantsolutions.gov/AgencyPortal/hrsa.aspx](http://rrm.grantsolutions.gov/AgencyPortal/hrsa.aspx)
- When you enter the RRM to register and request a validation code, you must keep the RRM open (but minimized) while you retrieve (copy and paste) the code from your email
- Please be sure and complete the Profile page, expertise and specialties sections and both upload and cut and paste your resume as instructed
- After registering you can email us at: [RRMTechAssistance@hrsa.gov](mailto:RRMTechAssistance@hrsa.gov) to verify that you have successfully and completely registered so you can be contacted for future reviews
- Thank you for your interest in serving HRSA as a Grant Reviewer





## *Reviewer Recruitment*

HRSA needs new and experienced grant reviewers with expertise in:

- Health Professions Training
- HIV/AIDS
- Maternal and Child Health Service
- Organ Donation/Transplantation
- Primary Care for Underserved Populations
- Rural Health Care

Please click on these links for specific information regarding upcoming reviews and desired reviewer expertise for each program area.

Grant reviewers help HRSA select the best programs from competitive groups of applicants. Reviewers are chosen for specific grant programs based on their knowledge, education and experience. Grant review panels are selected to reflect diversity of ethnicity, gender, experience and geography.

Reviewers use their expertise to objectively evaluate and score applications against published evaluation criteria. Reviewers gain understanding of the grant-making process and have the opportunity to communicate with colleagues that often share common backgrounds and interests.

HRSA grant reviews are usually held via the internet along with a telephone conference call or as a field review where reviewers independently review applications with limited group discussions as necessary. In rare instances, HRSA will conduct face-to-face reviews in the Washington, DC metropolitan area lasting for 3 to 5 days. In such cases, HRSA makes all logistical arrangements and pays for travel expenses and other costs. Regardless of review type, each reviewer who participates and completes their assigned duties receives an honorarium.

When registering to be a HRSA reviewer in the Reviewer Recruitment Module, you will:

1. Create an RRM Account;
2. Enter personal contact information,
3. Select general descriptions to indicate areas of expertise;
4. Cut and paste your resume information into a searchable text box; and,
5. Attach and upload your resume document.



Login

Download the RRM Registration Manual [HRSA Reviewer Recruitment Manual PDF](#)

Register

If you already have an account with RRM, you can

If you don't have an account with RRM, you need to



## Reviewer Recruitment Module (RRM)

The RRM was created to Assist in the Reviewer Enrollment and Selection Process

- User Friendly Design
  - Easy-to-understand graphical user interface
  - Fewer password reset requests (efficiency)
  - Reduced registration time
- Ability to Query Resumes or Qualifications
  - Improved verification and validation
  - Improved query results
- Ability to Query for Special Populations
- Future Integration with Evaluation Data Software
  - Availability, Reliability, Maintainability (RAM)



# Data Information Resources

## *Where to find*

- Affordable Care Act  
[www.healthcare.gov](http://www.healthcare.gov)
- Community Health Status Indicators  
<https://www.healthdata.gov/>
- Health Related Datasets  
<https://www.data.gov/health/>
- UDS Mapper  
<http://www.udsmapper.org/>
- County Health Rankings  
<http://www.countyhealthrankings.org/>



# Assessment of Organization and Infrastructure

## *How to Assess your organization for readiness:*

1. Organizational Values
  - a. Mission/Vision and primary goals
2. Structure
  - a. By laws
  - b. Board of Directors
  - c. CEO
  - d. CFO
  - e. Management Team and staff
  - f. Organizational Chart



## How to Assess your Organization for Readiness (cont.)

### 3. Systems

Financial Operations:

Accounting practices that conform with standards

- a. Policies & Procedures (check & balance)
- b. Annual Financial Reports
- c. Fundraising

### 4. Human Resources Management Operations

- a. Written Policies and Procedures
- b. Capacity Building
- c. Volunteers

### 5. Organizational Culture



# Assessment of Organization and Infrastructure

## *Infrastructure:*

1. Physical-Building and grounds
2. Technology
  - a. Telephone
  - b. Fax
  - c. Computer Hardware
  - d. Computer Software
  - e. Webpage
  - f. Databases



# Assessment of Organization and Infrastructure

*How to Assess your organization for readiness:*

1. Organizational Values
  - a. Mission/Vision and primary goals
2. Structure
  - a. By laws
  - b. Board of Directors
  - c. Chief Executive Officer (CEO)
  - d. Chief Financial Officer (CFO)
  - e. Management Team and staff
  - f. Organizational Chart



# Technical Assistance Resources

- HRSA has developed the: *HRSA Grants Technical Assistance (TA) Webpage*, viewed at:  
[www.hrsa.gov/grants/apply](http://www.hrsa.gov/grants/apply)
- This is a one-stop-shop for potential applicants on how to apply for HRSA Federal assistance.
- Applicants will find valuable information on how to apply for HRSA grants, including webcasts, videos, and other technical assistance guidance and a wealth of other relevant & useful information and links tailored to HRSA-specific process and requirements.
- Please utilize this resource to better understand the HRSA grant application process.





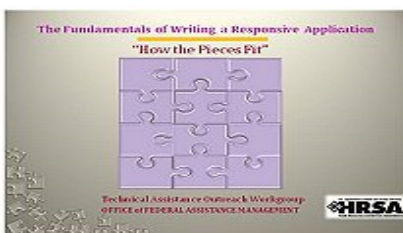
## Apply for a Grant

### Home

- (1.) [Register & Get Ready](#)
- (2.) [Find & Submit](#)
- (3.) [Write a Strong Application](#)



### Webcast Link



# How to Apply For A Grant

Share | Print | Email | Facebook | Twitter | LinkedIn | YouTube

## It Could Be 4 Weeks Before You Can Apply

You must register in three places: 1) DUNS, 2) SAM & 3) Grants.gov

If you have not yet registered with DUNS, SAM or Grants.gov and you start your three registrations **TODAY**, you may not be able to submit your grant application until:

**October 6, 2015**

> Please allow extra time for holidays that occur during your registration process or other unexpected delays.

A large part of HRSA's mission to increase access to health care is accomplished by awarding grants and cooperative agreements.

[HRSA 101: Health Resources and Services Administration Technical Assistance Workshop](#)- presentation and webcast on HRSA's vision and mission. This workshop also includes an overview of HRSA's programs.

- [HRSA 101 Presentation](#) (PDF - 506 KB)

It is HRSA's policy to promote competition, encourage eligible organizations to apply, and help applicants to succeed.

HRSA expects to award more than \$3 billion this year through 2,087 new grant awards from 95 grant programs in the following categories:

Remember to keep your SAM registration active.

[More >](#)

## Track Your Application

\* Funding Opportunity Number ?

\* Application Tracking Number ?

\* DUNS Number ?

**SEARCH**

\*All fields are required.

## Application Basics

Organizations, not individuals, are eligible to apply. Completing a grant application can take 40 hours or more. Be sure to avoid common mistakes that stop an application before it is even reviewed.

[First step: Register](#)

[Are You an Eligible Organization?](#)

[Submit Your Application Before the Deadline](#)

[Understand the Grant Process: Pre-Award, Post-Award and Closeout](#) (PDF)



## Apply for a Grant

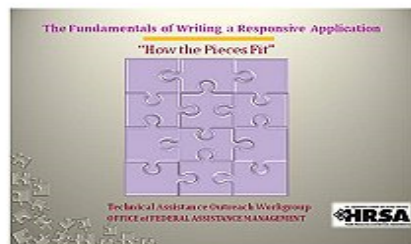
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**Funding Opportunities >>**

[Webcast Link](#)



## Register & Get Ready

Share | Print | Email | Facebook | Twitter | LinkedIn | RSS

### It Could Be 4 Weeks Before You Can Apply

You must register in three places: 1) DUNS, 2) SAM & 3) Grants.gov

If you have not yet registered with DUNS, SAM or Grants.gov and you start your three registrations **TODAY**, you may not be able to submit your grant application until:

**October 6, 2015**

- > Please allow extra time for holidays that occur during your registration process or other unexpected delays.

If you provide complete and consistent information to all three systems, you may be able to complete the process in one week. But if there is a problem anywhere in the process, your registration can take four weeks or even longer.

Even if you do not need to submit an application for several months, do not delay. Start your registrations today. You cannot submit a grant application until you are registered.

[Organization Registration Checklist](#) (PDF - 2 pages) to save to your computer, print and refer to throughout your registration process.

Remember to keep your SAM registration active.

[More >](#)

### Find Opportunities

[Upcoming Funding Opportunities](#) at the HHS Grants Forecast, which lists grant programs expected to hold competitions at some point in the current federal fiscal year. Once an opportunity is announced, it is posted on Grants.gov, where you can find and apply for open funding opportunities.

[Open Funding Opportunities](#) at HRSA lists current funding opportunity announcements, application deadlines, technical assistance and links to apply at Grants.gov.

[Grants.gov Open Grant Opportunities](#) lists funding opportunities across the U.S. government.

These funding opportunities support organizations and do not provide financial assistance to individuals. See [Loans & Scholarships](#) if you are looking for health



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Health Resources and Services Administration

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How to Apply

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Funded Projects

Grant Reviewers

[HRSA Home](#) > [Grants](#) > [How to Apply](#)

## Apply for a Grant

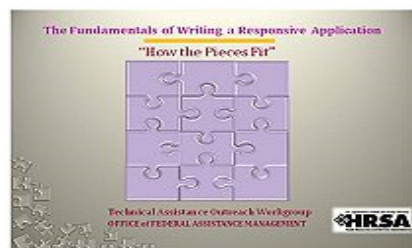
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- (3.) [Write a Strong Application](#)



**Funding Opportunities >>**

[Webcast Link](#)



# How to Find Opportunities and Submit an Application

Share |

All HRSA funding opportunities are posted at Grants.gov – the same place you will go to submit your application. As funding opportunities are announced, they are also posted at [www.hrsa.gov/grants](http://www.hrsa.gov/grants), where you will also find links to programmatic application technical assistance (help with the content of the application, as opposed to general application technical assistance that is focused on the format and schedule).



## Step by Step

- 1 Find open funding opportunities at Grants.gov.** You can search by funding opportunity number (e.g. HRSA-12-123), category, agency or other criteria. If you are looking for a specific opportunity, searching by the funding opportunity number is the fastest way to find it (or go to [www.hrsa.gov/grants](http://www.hrsa.gov/grants) and follow the link to the opportunity at Grants.gov).
- 2 Download the Instructions and Application** from Grants.gov. The package includes everything you need to complete an application, including all the forms. Save the package to your computer and complete it off-line.
- 3 Complete the Application**, including all required forms, assurances and certifications. When complete, save the application

## Learn More

[Find HRSA Funding Opportunities](#)  
(PPT - 1.6 MB)

[Sign up for E-mail Notification of New Opportunities](#)

[HRSA Funding Opportunity Forecast](#)

[HRSA Funding Opportunities](#) (Open and Archived)

[HHS Grants Policy Statement](#) (PDF - 1.1 MB)

## Help

[Grants.gov Application Help](#)

[HRSA Electronic Handbooks Log On](#)

[HRSA Electronic Handbooks Knowledge Base](#) with articles, frequently asked questions, and other resources to help you successfully navigate HRSA EHBs

[HRSA Electronic Handbooks Contact Center](#)





## Apply for a Grant

### Home

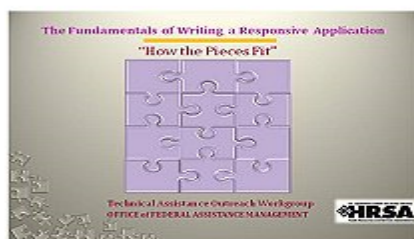
(1.) [Register & Get Ready](#)

(2.) [Find & Submit](#)

(3.) [Write a Strong Application](#)



### Webcast Link



# Write a Strong Application

Share | Print | Email | Facebook | Twitter | LinkedIn | YouTube

Writing a grant application is a formidable task that can take 40 hours or more. Before you start, be sure you answer "yes" to the following questions:



- 1 Have I read the Funding Opportunity Announcement** (also known as the Grant Guidance or Grant Instructions) completely and carefully? Do I understand it?
- 2 Is my organization eligible to apply**, based on the eligibility criteria described in the Funding Opportunity Announcement?
- 3 Does my organization have the technical expertise, the personnel and the financial capacity** to successfully implement the kind of project described in the Funding Opportunity Announcement?
- 4 Are all the stakeholders in my organization supportive** of applying for this grant?
- 5 Is my organization prepared to do what it takes** to successfully implement the project within the budget we're proposing?

## Important Parts of the Application

Your application will be rated and scored by a team of independent, objective reviewers with expertise in the relevant disciplines. The Funding Opportunity Announcement (FOA) includes the criteria they will use in their review and specific information to be included in your

## Learn More

[Writing a Strong Grant Application](#) (PDF - 162 KB)

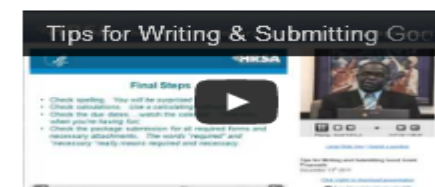
[Ten Tips for a Strong Application](#)

[Cultural Competence](#)

[HHS Grants Policy Statement](#) (PDF - 1.1 MB)

## Webinar

### Tips for Writing Good Grant Proposals



[Watch on YouTube](#)

[Download the Slide Presentation](#) (PDF)

## Help

[Grants.gov Application Help](#)

[HRSA Electronic Handbooks Log On](#)

[HRSA Electronic Handbooks Knowledge Base](#) with articles, frequently asked questions, and other resources to help you successfully navigate HRSA EHBs

[HRSA Electronic Handbooks Contact Center](#)



# Common Mistakes

- Not Registered with Grants.gov
- Missing or Incorrect DUNS on application
- Expired SAM registration
- Going over the page limit
- Application is rejected for errors and applicant did not leave enough time to correct before the deadline
- Rejection email is in spam folder
- AOR is not approved by E-Biz Point of Contact
- AOR is not available to submit the application
- Applying to the wrong announcement number



## Important Tips!

- Check registrations as soon as you hear about a Federal grant opportunity!
- Or Get Registered NOW: DUNS, SAM, Grants.gov
- AOR, passwords
- Do not wait until the last minute to submit application to grants.gov!
  - If application is rejected due to errors, may not be able to re-submit!
  - Waivers/extensions rarely granted!



Questions?





Rosie Mangual  
Public Health Analyst  
HRSA Region IV  
Atlanta Regional Office  
(404) 562-7979  
[rmangual@hrsa.gov](mailto:rmangual@hrsa.gov)